



PUBLIC PROTECTION CABINET
DEPARTMENT OF HOUSING, BUILDINGS AND CONSTRUCTION
DIVISION OF BUILDING CODES ENFORCEMENT
101 SEA HERO ROAD, SUITE 100
FRANKFORT, KENTUCKY 40601-5412
Tel: 502-573-0373 Fax: 502-573-1059



Initial Application Form KENTUCKY CERTIFIED BUILDING INSPECTOR PROGRAM

1. Birth Month: _____ 2. Name: _____
Last First MI

3. Home Address: _____
Street, R.F.D., Box No. Etc. City State Zip Code

4. Inspection Office Address (if different from above):

Title, Dept., Division Street, R.F.D., Box No. etc.

City State Zip Code

5. Work Phone No.: (_____) _____ 6. Home Phone No.: (_____) _____

7. Are you employed/contracted as a building inspector by a local government? [☐] YES [☐] NO If NO, skip to Item 13.

8. Which category best describes your job responsibilities?

- | | |
|---|-------------------------------------|
| _____ One & Two Family Dwelling Inspector | _____ Building Inspector, Level I |
| _____ Plans & Specifications Inspector, Level III | _____ Building Inspector, Level II |
| _____ Mechanical Inspector One & Two Family Dwellings | _____ Mechanical Inspector, General |
| _____ Mechanical Inspector and Plan Reviewer | |

9. Jurisdiction: City Only: _____ in _____

County Only: _____

Countywide: _____

Other Jurisdiction(s): _____

10. Are you the only building official for the above jurisdiction? [☐] YES [☐] NO

11. Certified Building Official – Identify certified individual responsible for local building inspection program:

Name: _____

Telephone Number: _____

12. Does your jurisdiction have an ordinance to enforce the One & Two Family Dwelling Code? [] YES [] NO

If you have more than one (1) jurisdiction, identify those who enforce this code: _____

13. Certification – Identify the level of certification you are applying for: NOTE: Minimum certification must correspond to job responsibilities identified in Item 8.

_____ One & Two Family Dwelling Inspector

_____ Building Inspector, Level I

_____ Plans & Specifications Inspector, Level III

_____ Building Inspector, Level II

_____ Mechanical Inspector One & Two Family Dwellings

_____ Mechanical Inspector, General

_____ Mechanical Inspector and Plan Reviewer

14. Applicant **MUST** provide at least one (1) of the following credentials:

A. A notarized copy of high school or general education diploma and

1) a letter from an employer showing two (2) years experience in a responsible, directly-related construction position, such as foreman, which required the ability to effectively read and interpret building plans and specifications; or

2) a letter from an employer showing two (2) years experience in an architect's or engineer's office performing building design or drafting duties;

B. A certified copy of a college or university transcript for an associate degree in a construction related subject;

C. A certified copy of a college or university transcript for a bachelor degree in architecture, engineering, fire science, or building technology.

15. Have you attempted any of the following NCPCCI test modules prior to submitting this initial application to register in the certification program: 1A, 4A, 1B, 3B, 4B, 1C, 3C, 4C? [] YES [] NO If YES, attach a copy(ies) of the test score sheet(s).

16. Have you attempted any of the following ICC test modules prior to submitting this initial application to register in the certification program: B-1, B-2, B-3, B-5, M-1, M-2, M-3? [] YES [] NO If YES, attach copy(ies) of the test score sheet(s).

17. Fee: Initial Application \$50.00. Enclose a check or money order made payable to the Kentucky State Treasurer. Mail this application form with the check or money order to the Kentucky Certified Building Inspector Program, Department of Housing, Buildings and Construction, 101 Sea Hero Road, Suite 100, Frankfort, Kentucky 40601-5412.

18 By signing and submitting this form, the Candidate accepts and agrees to comply with all conditions of 815 KAR 7:070, the Kentucky Certified Building Inspector Program, and authorizes the Department to verify the candidate's test scores with our authorized agent.

Signature

Date

Review this application carefully. Incomplete applications will be returned without being processed. Read the attached Instructions – they will help you to properly complete this application form.